

# American Embassy, Amman

# Vacancy Announcement

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## **ANNOUNCEMENT NUMBER: 13-5**

**OPEN TO:** Current employees of the missions

**POSITION:** Expeditor/Chauffeur, FSN-4

**OPENING DATE:** September 12, 2013

**CLOSING DATE:** September 25, 2013

**WORK HOURS:** Full-time; 48 hours/week

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-BB)  
\*Ordinarily Resident: JD 6,649 p.a. (Starting salary)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Amman is seeking an individual to fill an Expeditor/Chauffeur position in the Department of Defense, Defense Attaché Office (DAO).

### **BASIC FUNCTION OF POSITION**

Drives all types of armored and unarmored vehicles and drives DAO staff, distinguished visitors, and DAO temporary duty personnel (TDYers) as required. Assists DAO personnel visiting Jordanian Government offices by acting as a translator to facilitate entry into government buildings, locate offices, and assist during discussions. Performs unscheduled driving as needed. Responds to calls for duty 24 hours/7 days a week. Performs expeditor duties for DAO staff, distinguished visitors, and DAO TDYers and goods through local airports, bridge crossings and borders, handling pouches and acting as a special courier, distribute materials and invitations. Responsible for security and safety of the DAO staff and official visitors during the performance of duties as DAO security driver, giving proper attention to varied routes and detours as well as safety and security. Inspects vehicles daily to search for suspicious objects and to ensure that special security equipment is functioning properly. Listens to daily news for security related events such as roadblocks and demonstrations and reports such incidents immediately to the supervisor or DAO staff. Works with embassy motorpool supervisor and staff to obtain pertinent security related information. Ensures DAO vehicles are cleaned and maintained as required. Checks vehicles daily for possible maintenance needs (to include filling with fuel and checking fluid levels) and ensures needed work is performed. Keeps a neat personal appearance. Keeps records of trips made and mileage used.

## QUALIFICATIONS REQUIRED

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Completion of high school is required with at least 1 year of professional driving experience is required. **Supporting documentation (i.e., Tawjihi's certificate) must be included in the application for eligibility purposes.**  
**???? - يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق**
2. OR Completion of primary school (9<sup>th</sup> grade) is required with at least 4 years of professional driving experience is required.
3. Spoken/Written Level 2 (limited knowledge) in English and in Level 3 good working knowledge in Arabic is required. English proficiency will be tested. A score of 405 in TOEIC exam or 344 in TOFEL exam are accepted. Exam scores are valid for 6 months.
4. A valid Jordanian Driver's License level 4 or above is required.

## SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment DS-174
2. A current resume or curriculum vitae that provides the same information as an

DS-174; plus.

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
Telephone: 5906000  
FAX: 5931598

Applications can also be submitted electronically through  
**AmmanEmployment@State.gov**

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - U.S. citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an

American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: September 25, 2013**

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.